

**Regular Meeting of the Township Board  
Tuesday, June 7, 2022  
Cleveland Township**

Clerk, Tanelle Budd, called the meeting to order at 7:00 pm. Present on roll call were, Todd Nowak, Jan Nowak, Angie Diotte, & Tanelle Budd. Present from the public were Rick Royston, Eric Carlson and Geoff Kammerer.

**Motion by Todd Nowak and seconded by Angie Diotte to approve May 10, 2022 Minutes. Ayes: 5, Nays: 0. Motion carried.**

**Public Comment on Agenda- None**

**Supervisor's Report** – Attended Sugar Loaf association annual meeting, large audience. Still no indication of who actually owns the property or what they plan on doing in the future. The crew up there is adding topsoil now and it will be seeded by the end of this week. Surprise from some of the residents, they actually have a lake view.

We passed the firework permit at our last meeting but due to supply issues, there will be no fireworks.

**Clerk Report –**

Election Training for Cleveland Twp is July 14<sup>th</sup> from 9:30am to 2:00pm then Receiving Board training immediately after. We have 9 people training, 5 of them are brand new. Before the primary we'll have a few more. Highly encourage the treasurer and supervisor to go to the training due to the perceived lack of integrity going around about elections.

**Treasurer's Report – Angie: April 30, 2022**

Revenue	\$ 26,498.30
Disbursements	\$ -16,094.52
Bank Balance	\$ 523,731.66

**Motion by Jan Nowak and seconded by Tim Stein to approve May 31, 2022, Treasurer's Report. Ayes: 5, Nays: 0. Motion carried.**

**Jan Comment:** The numbers for disbursements don't add up from last month.

**Tanelle:** Yes, there was an error on the PDF for Tanis, she was suppose to receive \$221.25 and the Fee for payroll was off by \$.09. It has been adjusted and recorded correctly.

**Planning Commission Report –Todd Nowak:** No meeting no news.

**Tanelle:** Adding that I'm working with Andi and Vista Print for the survey. We'll be discuss the amount to use for that.

**Zoning Administrator's Report – Tim Stein for Scott Sheehan:** Two new buildings of pole barns. No complaints, but a lot of phone calls and Dean and Nello have been extremely helpful.

**Zoning Board of Appeals Report – Jan Nowak:** None

**Maintenance Report –** The driveway was fixed and the road at the park was graveled. We talked about replacing the window in the kitchen, had a contractor meet at the hall, and turns out it was just a crank issue rather than a new window.

Lawn maintenance is finally straightened up. We'll be on a two-week schedule. The cemetery pump did crack over the winter, so we have been working with Don Wichern to get it done. Rather then have to start up a pump and close it down, going to see about putting in a freeze free hydrant.

**Township Hall Cleaning Discussion- Tim:** Did some research and we can get someone to clean the hall for \$100 each time. Angie, do you still want the job for \$100 or should be find someone else?

**Angie-** I can keep doing it for now.

**Tim:** Then nothing changes. I did receive a email from a board member that they had a concern that about the deposit on rentals if we're giving it back and the place isn't cleaned.

**Tanelle:** First, the deposit is to hold the rental date and upon key exchange the remaining amount is paid. We don't give a deposit back. Nowhere in our rental agreement that I was given from the previous clerk does it speak of a cleaning deposit. It says they are responsible for cleaning. Second, even if people clean they don't do a thorough job. They tidy up, but the floors aren't mopped, the toilets aren't scrubbed and cleaned. They spot clean, but it's not tidy for the next group without a proper cleaning.

**Tim:** I think we need to have some new language in the agreement that speaks of a cleaning deposit. We'll look at some language and add that to the next meeting.

**Assessor Report – Tim:** July 19<sup>th</sup> is the next Board of Review scheduled meeting. We don't have anything on the docket yet, but it's a month away.

**Other members – none**

**Old Business –**

**Review/Update Cedar Area Fire and Rescue**

**a.) Update on Cedar Area Fire & Rescue Department: Rick Royston:**

Department sent one member in response to Gaylord. He left 3pm that afternoon and was back before 1am. It's wasn't as drastic of a situation. He went over with Leelanau, Benzie County, and Traverse City.

We did direct the fire chief to put a list together to prioritize what needs to be done. He'll send that to the townships that own the station. There are ways to accomplish what we want to accomplish without spending a lot of money.

Glen Lake has a formal agreement with Empire and we suggested mutual aid from Glen Lake and they want to amend and have a written fire agreement. I think that is the direction we need to work on. We have tired it and it's not working, I think we have given up to soon. I think we need to sit down with the chief of Glen Lake and see if we can help each other. We discussed how to pay to hire another person that we need. I think there are better solutions.

**b.) Update on SBHT Design and Easement Progress Tim:** OMH did a right-of-way survey from 669 to the other end of Traverse Lake Rd. Trail design and engineering are not starting yet, after the survey they will start that process. This won't be happening anytime soon, it's going to be a few years.

**c.) Tobin Audit Approval Tim:** I did go through and would recommend using Tobin & Company for our Audit to cover the fiscal year of 2022.

**Motion by Jan Nowak and seconded by Angie Diotte to approve the Tobin Audit Approval for the fiscal year ending March 2022. Ayes: 5, Nays: 0. Motion carried.**

**New Business –**

**a.) Review for Approval of CAFR 2022-2026 Strategic Plan Tim-** Looking for approval or reason not to approve. It contains and gives comfort for our current mileage increase to support this strategic plan. The key plan is the ALS and where we need to be. At the Sugar Loaf townhouse association meeting, they were certainly interested in providing ALS. By in enlarge, are an aging community, and we have to be cognoscente of the medium age of our residents and their needs.

**Todd:** There is a minimal level of community response on the survey. What do you think is the number that responded?

**Rick:** Surveys were done all online, I would think about 50 people. I'll be happy to get you that answer and get back to you.

**Tim:** I think 20% of the recipients who received the survey responded.

**Rick:** We can come back and approve it in July. We'll get that answers.

**Todd:** Is the board driving the survey or are the survey results driving the board?

**Rick:** The number was 18 back. It was posted on social media and 18 were received. Went out to the township boards plus social media.

**Jan:** Our only presence is on Facebook right now? When did the survey go out?

**Rick:** The survey went out last fall.

**Tim:** We'll come back and review it again in July. Those number are disappointing.

**b.) Review of PAR Plan Dividend for 2022:** Received a PAR plan dividend for \$179.89 check. Met with risk control auditor last year, we got a reimbursement check for our continued membership for risk control.

**Payment of Bills-**

**Jan:** I would like to see the breakdown of each category on the bill payment for approval, so we know where each dollar amount is going.

Tanelle: I would rather print a QuickBooks report than fill out a PDF, it's not as compliant and easy to error. QuickBooks is correct.

**Jan:** But the Auditors will see this and will look at this report, your bills, and QuickBooks, and payroll. This sheet is FOIA-able.

**Tanelle:** I will itemize everything for you to see.

**Motion by Jan Nowak and seconded Angie Diotte to approve payment of bills for May 10, 2022. Ayes: 5, Nays: 0. Motion Carried.**

**Correspondence -**

**Public forum –**

**Motion by Todd Nowak and seconded by Jan Nowak to adjourn meeting at 7:46pm Ayes: 5, Nays: 0. Motion carried.**

Tanelle Budd, Clerk

Approved by Tim Stein, Supervisor